



Administration for Children and Families

Office of Head Start

National Center on Parent, Family and Community Engagement

HHS-2010-ACF-OHS-HC-0087

Application Due Date: 07/12/2010

National Center on Parent, Family and Community Engagement
HHS-2010-ACF-OHS-HC-0087
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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Office of Head Start
Funding Opportunity Title: National Center on Parent, Family and Community Engagement
Announcement Type: Initial
Funding Opportunity Number: HHS-2010-ACF-OHS-HC-0087
CFDA Number: 93.600
Due Date for Applications: **07/12/2010**
Executive Summary:

The Administration for Children and Families (ACF), Office of Head Start (OHS) announces the availability of funds for a National Center on Parent, Family and Community Engagement (the Center). Approximately \$3 million dollars per-year for a project period of up to five years is available. The goal of the Center is to provide a vehicle for the dissemination of a clear, consistent message from OHS about its expectations and priorities for every Head Start and Early Head Start (HS/EHS) program to develop and implement effective practices related to the engagement of parents, families and community partners in the early learning and school readiness of children.

The Center will showcase research-based practices that ensure all HS/EHS agencies have access to the same level of high quality information, training and technical assistance (T/TA) in order to produce the best possible outcomes for children. Research-based practices are defined as those that a strong level of research evidence of effectiveness available in the field for the purpose the Head Start program is trying to achieve and the population with which it is trying to achieve that purpose.

The Center's work will include, but not be limited to, topics such as professional development for staff who work with families; family support services; positive parent-child relationships; parents as first and lifelong educators; parent connections to peers and community; intentional transitions; and parent leadership and advocacy. The information and materials will be available to HS/EHS programs as well as to others involved in early education. The Center will work collaboratively and cooperatively with the other National Centers, State T/TA Centers, and other early educators. The Center will also assist organizations to implement and enhance the infrastructure necessary to support a well managed system of early education at the State level.

I. Funding Opportunity Description

Statutory Authority

Funding is authorized by Section 648 of The Improving Head Start for School Readiness Act of 2007, 42 U.S.C. § 9843.

Description

Program Background and Purpose

Head Start is a nationwide comprehensive child development program serving eligible children from birth-to-five and their families. In order to promote positive, sustained outcomes for the children served in Head Start, OHS supports a National T/TA System that consists of three components:

- **National Centers**, including this Center, form the cornerstone of Head Start's T/TA System. The National Centers provide OHS with the ability to disseminate a consistent message across regions, States, and local Head Start programs. The T/TA, information and materials provided via these National Centers will be reflective of current research and best practices. This Center will work collaboratively and in close communication with the other five Centers which are:
 - National Center on Quality Teaching and Learning
 - National Center on Program Management and Fiscal Operations
 - National Center on Cultural and Linguistic Responsiveness
 - National Center on Health, Oral Health, Mental Health and Nutrition
 - Early Head Start National Research Center
- **State Training and Technical Assistance Centers**, known collectively as the T/TA Network, continue and extend the work of OHS and the National Centers by targeting work to individual grantees and groups of grantees within each State. The T/TA Center in each State will be staffed by Early Childhood Education (ECE) Specialists whose work will focus on T/TA related to early childhood teaching and learning. In addition, State T/TA Centers in States where a Regional Office is located will also be staffed by Grantee Specialists who will be deployed throughout the Region to work with grantees with deficiencies identified through Federal Monitoring Reviews and/or grantees with problems identified through Risk Management Meetings, Program Information Reports (PIR), audits, and other data submitted to and reviewed by OHS. All State T/TA Center staff will receive guidance, training, technical assistance, and training materials from the National Centers, a strategy designed to ensure consistency across States.
- **Direct Funding to Programs** accounts for approximately half of all T/TA dollars allocated to Head Start. Programs have the discretion to use this money to establish agreements with community experts, institutions of higher education, or private consultants in order to make program improvements identified by the agency.

The goal of this National T/TA System is to create a seamless system of high-quality support for local programs.

Priority Area

National Center on Parent, Family and Community Engagement

Description

The Center will showcase key research-based strategies related to parent, family and community engagement practices that are positively associated with the development of and learning for children from birth-to-five. The Center will develop and disseminate targeted T/TA strategies for teachers, home visitors, family service workers and other front line staff who have direct contact with parents to support them in working cooperatively with families and provide parents with strategies that support their children's education. The Center will develop strategies appropriate for linguistically and culturally diverse groups of parents and children in order to ensure that all families have access to high quality early childhood services. The scope of services may include health and nutrition education; medical and dental services; social services; and parent

engagement and involvement.

Applicants should review The Improving Head Start for School Readiness Act of 2007 and the Head Start Program Performance Standards. These are available on the OHS website, The Early Childhood Learning and Knowledge Center (ECLKC) that is located at <http://eclkc.ohs.acf.hhs.gov/hslc>.

Applicants should also consider and address practice areas connected to successful work in this field. These include, but are not specifically limited to:

Professional development activities for Head Start staff who work with families include training on competency focused strategies designed to help staff build the strong relationships with parents necessary to support family development and positive child and family outcomes.

Family support services include assessments of family needs, interests and relevant referrals to community resources that support the health, well-being and financial stability of families.

Positive parent-child relationships are practices that strengthen parent-child relationships, such as parenting education in all domains of learning and development and parent skill development related to parent-child interactions.

Parents as First and Lifelong Educators are practices that focus on engaging parents as their child's primary nurturers and educators in order to improve children's school readiness.

Parent Connections to Peers and Community are practices that create opportunities for parent social networks through adult education, support groups, mentoring relationships, and civic and recreational activities.

Intentional Transitions include the kinds of partnerships with parents, early learning centers, and schools that help prepare parents and support children in transitions from home to infant/toddler settings, infant/toddler settings to preschool, and from preschool to Kindergarten through 3rd grade

Parent leadership and advocacy practices create parent and family pathways to leadership and decision making in program governance and in community and State organizing activities.

Applicants should understand that all HS/EHS programs face increased Federal oversight as well as heightened public scrutiny about the effective use of Federal funds to support services for our Nation's most vulnerable children and families. The challenges for program managers and staff working in this area are substantial. Through the work of this Center, OHS offers HS/EHS programs resources and support to assist programs in developing strong partnerships with parents, families and communities that optimize children's opportunities to succeed in school.

Requirements for Center

An applicant for this cooperative agreement should propose an approach that will lead to Head Start programs' adoption and sustained use of research-based practices for promoting parent, family and community engagement. The degree of emphasis on possible topics within these areas will be specified, in partnership with OHS, in the cooperative agreement. The range of practices would include, but not be limited to:

- Creating a message consistent with OHS regarding practices that yield positive outcomes for families and children, foster collaboration with other early education providers and ensure the effective and efficient use of Federal funds;
- Supporting HS/EHS programs' compliance with the Head Start Program Performance Standards,

other applicable policies and regulations, and the provisions of The Improving Head Start for School Readiness Act of 2007;

- Developing collaborations with institutions of higher education, national professional organizations, and other experts in the field that could inform the development of training materials that support the professional development of staff (both front line and supervisors) who work directly with families; and
- Supporting HS/EHS programs with the implementation of quality, research-based strategies and materials targeted to improve the quality of programs' supervision of staff who work directly with families.

Responsibilities of the Center

- The grantee will co-design and conduct, in partnership with OHS, a project designed to develop, refine and assist in the dissemination and implementation of specific approaches to enhance HS/EHS program effectiveness related to family, parent and community engagement.
- The grantee will participate as a member of the National T/TA System, including attendance of key staff in meetings in Washington, D.C. with OHS and representatives from the other National Centers. There will be up to eight meetings in the first year. The first meeting will be attended by up to four key staff from each National Center. One of the four key staff from each National Center will be designated as a member of the National Center Advisory Committee. Members of the National Center Advisory Committee will meet with OHS for up to seven times in the first year. For years two-through-five, up to six meetings will be scheduled annually with one meeting to be inclusive of up to four key staff from each of the National Centers. Additionally, the National Center Advisory Committee board members will meet with OHS five times annually.
- The budget should reflect travel funds for these purposes. Note that the annual meetings for up to four key members from each National Center should be budgeted for three days. The meetings of the National Center Advisory Committee should be budgeted for two days.
- The grantee will be responsible for completing all activities and tasks in accordance with the work plan described in grantee proposal.
- Within 45 days of receiving the financial assistance award, key staff will meet with OHS for the initial briefing regarding the plans for carrying out all components of this project.
- Within 45 days of receiving the financial assistance award, any clarifications or revisions requested by OHS during the initial briefing should be submitted to OHS for review and approval and any necessary revisions made to the work plan.
- The project should be fully functioning within 90 days following the financial assistance award.
- The grantee should provide to OHS, for review and approval, drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement. Dissemination and field test plans, where warranted, for such materials must also have prior approval.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,000,000
Expected Number of Awards:	1
Award Ceiling:	\$3,000,000 Per Budget Period

Award Floor: \$2,500,000 Per Budget Period

Average Projected Award Amount: \$2,500,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ACF is utilizing a cooperative agreement which requires substantial involvement of the agency with the recipient. Details of the responsibilities, relationships and governance of the cooperative agreement will be specified in the terms and conditions of the award. The specific responsibilities of OHS and the grantee will be identified and agreed upon prior to the award of the cooperative agreement. At a minimum, ACF will:

- Provide consultation, review and approval of the work plan and any revisions made to the work plan during the project period;
- Provide guidance in the development of the project design, including information on the resources and planned activities for the State T/TA Centers and this Center's role in that system;
- Facilitate communication and cooperation among the National Centers, State T/TA Centers and other T/TA systems in early education, as appropriate;
- Facilitate communication with representatives of other Federal agencies in order to promote intra-agency and inter-agency coordination and collaboration;
- Review and approve drafts of all updated or new materials that are developed or printed with resources made available under this cooperative agreement; and
- Review all resumes for key positions on the project, as well as for consultants proposed.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

ACF seeks applications from organizations with demonstrated experience and expertise related to parent, family and community engagement and their connection to positive outcomes for young children and families. The applicant should be able to translate research to practice for diverse organizations. Applicants may be non-profit or for-profit organizations, public agencies, Tribes or Tribal organizations. The submission of applications from institutions of higher education and consortia of organizations is also encouraged.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html.

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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Bethesda, MD 20814
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Email: OHS@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Application Format

Applications must be organized according to the checklist in *Section VIII* of this announcement. The project description of the application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. Applicants must use a 12-point font throughout the application. All sections of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the table of contents.

The length of the narrative portion of the application must be limited to *75 pages* (including the abstract, budget and budget justification), with an additional limit of *50 pages* for all appendices and resumes. Pages that exceed each limit (75 pages for the narrative and 50 pages for the appendices and resumes) will be removed and will not be considered by the reviewers. The narrative section page length is based on double-spacing, and will be halved if single-spacing or one-and-a-half spacing is used. Numerical tables included as part of the narrative may be single-spaced. Some examples of research to practice dissemination products should be included in the appendices.

Each application should be submitted in the following order: SF-424, SF-P/PSL, SF-424A, SF-424B, Table of Contents, Project Abstract, Objectives and Need for Assistance, Approach, Organizational Capacity, and Budget and Budget Justification. Additional supporting documentation should be placed in the appendices. Assurances and Certifications may be placed after the appendices.

Each application will be duplicated. Therefore, please do not use or include colored paper, colored ink, separate covers, binders, clips, tabs, plastic inserts, over-sized paper, videotapes, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten separate subsections of the application in any way, including the supporting documentation.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

A successful proposal should include strategies designed to sustain improvements in parent, family and community engagement practices in programs beyond the length of this project. This should include a plan to provide products developed through this cooperative agreement for use on the OHS website, the ECLKC.

The most efficient use of resources requires that the Center implement an approach that will complement the resources available through the State T/TA Centers, the National Centers, and the resources already available within local programs and their communities for program improvement and staff development.

The work of the Center will include the following:

- 1. Identify, review, develop and disseminate research-based resources, including training materials, that improve practice and are tailored to the diverse needs of Head Start and Early Head Start organizations. Whenever possible, such resources should be developed to be usable by other early educators within States who may be collaborating with Head Start organizations.** Such resources should provide practical and authoritative information to reinforce key messages about effective practices for improving parent, family and community engagement. The information should provide State T/TA Center staff and program managers with practical tools that can enhance local program provision of high quality early childhood services.
- 2. Coordinate and collaborate with the other five National Centers in order to ensure the development and dissemination of a coherent message across Centers.** This may include, but not be limited to collaborating with other National Centers and OHS to develop an ongoing

communication system that assures this National Center is fully briefed about the work of the other Centers and trainings or material developed by them; minimizing duplication of effort; teaming in the design and delivery of new materials; assuring the integration of systems and services; and serving as a national partner in a T/TA system that is easily accessible to HS programs and the early education community at large. More specifically, the Center is encouraged to collaborate and coordinate with other Centers in order to integrate knowledge of quality teaching and learning, cultural and linguistic responsiveness, and infant and toddler development into parent and family engagement T/TA strategies. The Center shall have purview over the particular family literacy goals identified in The Improving Head Start for School Readiness Act that address interactive literacy between parents and their children, supporting parents as primary teachers and educational partners with their children, and adult education and economic self-sufficiency.

3. **Conduct training at State, regional, and national meetings for local program staff and parents to promote the use of resources and practices that improve the quality of parent, family and community engagement.** Such training would be done in collaboration with the other Centers, State and national organizations as well as other early care and education training providers. Training conducted at these meetings will reflect OHS priorities as well as local program needs. All training conducted by the Center should promote the use of resources and practices that support family health and well-being and engage parents in their children's learning and development. The Center should, at a minimum, consider collaborating with relevant organizations to conduct training. Specifically, the Center should collaborate with the National Center on Quality Teaching and Learning, the National Center on Cultural and Linguistic Responsiveness and the Early Head Start National Resource Center around training strategies designed to support and engage parents as their child's first educators.
4. **Provide support to State T/TA Center staff and consultants.** This will include, but not be limited to, providing the ECE Specialists in the State T/TA Centers with the necessary information, materials and tools to work effectively with individual grantees so they can support grantee implementation of OHS initiatives. The Center will provide a means for timely guidance and responses to inquiries from T/TA staff and consultant to support their on-site work with local programs.
5. **Provide opportunities for Head Start program staff to communicate with Center staff.** This may include, but not be limited to, listening sessions conducted at meetings where Center staff will be conducting training; providing a toll-free number for program staff to use to get in touch with Center staff; and setting up discussion boards on workspaces on the ECLKC that program staff can use to communicate with Center staff.
6. **Develop, maintain and distribute current lists of highly qualified individual and organizational T/TA consultants to assist with program-requested T/TA that is beyond the scope of work of the Centers.** This activity would include, but not be limited to, identifying potential consultants through rigorous vetting of candidates; developing and maintaining a database of qualified consultants and regional experts who are available to contract with program to provide T/TA in this area. These consultants would be expected to utilize, to the greatest extent possible, the training materials and information developed and/or recommended by the Centers. These individual and organizational consultants should have a proven track record of applying content knowledge, training and consultation that is grounded in research-based parent, family and community engagement practices.
7. **Maintain an Advisory Group to help guide the work of the Center.** This group will be comprised of parent, family and community engagement experts who work in the field of early childhood education that will periodically review the work of the Center. The Advisory Group will ensure that Center staff and OHS are appropriately advised of any research that informs the work of the Center. The members of this group will meet quarterly, and the Center shall ensure that fifty percent of the members will be current HS/EHS parents.

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

- Governing Body Membership Documentation
- Articles of Incorporation

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/12/2010**

Explanation of Due Dates

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between

the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications

No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Office of Head Start
OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Hand Delivery

Office of Head Start

OHS Operations Center
c/o Master Key Consulting
4915 St. Elmo Avenue, Suite 101
Bethesda, MD 20814

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives

Maximum Points: 10

The evaluation of this criterion will be based on the extent to which the applicant's proposal:

- Demonstrates knowledge of the existing needs for T/TA to improve the quality of parent, family and community engagement in Head Start and other early education programs;
- Describes objectives appropriate for the project's goal of improving the quality of parent, family and community engagement in order to improve outcomes for children and families; and
- Describes the anticipated results and benefits of this project.

Approach

Maximum Points: 35

The evaluation of this criterion will be based on the extent to which the applicant's proposal describes:

- A multi-year plan for creating materials and training delivery based on current research related to parent, family and community engagement that leads to positive outcomes for children;
- Procedures for developing, adapting or modifying existing OHS materials that are culturally and linguistically responsive and relevant to the needs of Head Start programs;
- Clearly stated goals and objectives for each of the planned activities across systems and service areas of HS/EHS grantees, State T/TA Centers, the National Centers and early childhood partners within the States. Goals and objectives are carefully justified, relevant, directly address the Center's primary goals, and clearly lead to enhanced outcomes;

- Procedures for working cooperatively with the Office of Head Start, State T/TA Centers, the other National Centers and the early childhood partners within the states;
- Responsiveness to the diversity in languages and cultural groups represented in Head Start children and families;
- Methods for the development of materials and their justification, (i.e., training materials, fact sheets, reports, presentations) so that they are that are relevant to HS audiences and early childhood programs within the States;
- Criteria for selection of current research-based practices and strategies from the field and link to goals and objectives; and
- Develops logistics, communication and organizational plans.

Organizational Capacity

Maximum Points: 35

The evaluation of this criterion will be based on the extent to which the applicant's proposal demonstrates the following:

- High level knowledge and expertise in theories and practices that promote the development and maintenance of sound parent, family and community engagement practices and operations that result in quality services and ongoing efforts towards continuous improvement practices;
- Mastery of Federal requirements that govern HS/EHS programs in the areas of parent, family and community engagement;
- Expertise in the areas of practice identified in Section I;
- Key staff have experience and expertise in working with culturally and linguistically diverse populations, and are reflective of the diverse agencies to be served;
- Key staff have experience and knowledge delivering T/TA to local programs, State and or National organizations within the human services fields;
- Key staff and consultants have a high level of professional knowledge and skills to all activities;
- Key staff and consultants have expertise producing high quality training materials and reports;
- Capacity for working collaboratively and cooperatively with OHS, State T/TA Center staff, and early education systems within the States;
- Capacity to plan and nationally disseminate T/TA resources; and
- Staff or consultants hired for translation or interpretation are highly qualified and have an understanding of early education and its terminology.

Budget and Budget Justification

Maximum Points: 20

The evaluation of this criterion will be based on the extent to which the applicant's proposal demonstrates the following:

- Project costs that are reasonable, appropriately allocated, and sufficient to implement the objectives, design, and dissemination plan;
- Budget costs are sufficiently detailed and justified according to the needs and time frame for carrying out the proposed Center activities;
- Budget provides for required meetings, travel, and methods for successfully carrying out the mission

- of the Center; and
- Budget provides for activities to support ongoing, as well as, emerging programmatic needs that are consistent with the Center's goals and the goals and needs of OHS.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Applications will be reviewed by one or more panels of reviewers who are knowledgeable about early childhood education; parent, family, community engagement; and Head Start.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," or has received a summary suspension of financial assistance under Section 646 of The Improving Head Start for School Readiness Act of 2007 (42 U.S.C. 9841), or has been debarred, or whose financial assistance has been terminated by any Federal agency.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at:

<http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

Section 649(f) of the Head Start Act requires HHS/ACF/OHS to take steps to establish the ownership of the Federal Government of "all studies, reports, proposals and data" produced as part of the implementation of these grants.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports:	Quarterly
Financial Reports:	Quarterly

VII. Agency Contacts

Program Office Contact

Kiersten Beigel
Administration for Children and Families
Office of Head Start
Portals Building
1250 Maryland Avenue, SW.
Washington, DC 20024
Phone: (866) 796-1591
Email: OHS@luxcg.com

Office of Grants Management Contact

David Kadan
ACF Grants Management Officer
Administration for Children and Families
370 L'Enfant Promenade, SW.
Aerospace Building - 6th Floor East
Washington, DC 20447
Phone: (202) 401-5513
Email: ACFOGME-Grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www. Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)
http://www.grants.gov/applicants/email_subscription.jsp

Head Start Program Performance Standards

<http://eclkc.ohs.acf.hhs.gov/hslc>

The Improving Head Start Head Start for School Readiness Act of 2007

<http://eclkc.ohs.acf.hhs.gov/hslc>

Improving School Readiness and Promoting Long-Term Success: The Head Start Roadmap to Excellence

<http://eclkc.ohs.acf.hhs.gov/hslc>

Early Childhood Learning and Knowledge Center

<http://www.eclkc.ohs.acf.hhs.gov>

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
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SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov/apply/FormLinks?family=15 .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/grants/grants_resources.html .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.

Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.

Signature

Date: 05/28/2010

Yvette Sanchez Fuentes
Director
Office of Head Start